

Supplemental Questionnaire

SECRETARY, FG-0318-07 or 08
Department of Transportation
Federal Aviation Administration
Mike Monroney Aeronautical Center

Section 1: Minimum Qualifications

1. From the descriptions below, select the letter corresponding to the statement that most clearly and accurately describes your highest level of experience to qualify for Secretary. Select only one letter.

A. I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-6 level in the Federal service. I worked as a secretary or administrative assistant and performed all the types of work described in A and B above. In addition, I also performed the following types of duties: Served as a confidant in handling sensitive information and documents; maintained supervisor's calendar with complete authority for commitment of time by establishing priorities, scheduling or refusing appointments, and accepting or declining invitations, on my own initiative; established suspenses and followed up on projects and assignments from meeting and conferences; exercised a comprehensive knowledge of supervisor's views and policies on all significant matters affecting the office, so that I could represent him/her accurately; arranged conferences and meeting, and, provided input in the development of office procedures and practices to be used by administrative/clerical staff.

B. I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-7 level in the Federal service. I have worked as a personal secretary or assistant to a high-level official in an organization or business and have performed the following types of duties: Maintained confidential and working files, serving as confidant for sensitive information; reviewed/edited all outgoing correspondence for grammatical, typographical, factual and procedural accuracy; received and screened phone calls and visitors; researched files and other documents to prepare information for supervisor; typed correspondence, reports, and similar material; determined proper action on all incoming correspondence, replying independently to routine matters; devised standard operating procedures to be used by subordinate clerical staffs; provided informal training on administrative matters; maintained exclusive control of supervisor's calendar by prioritizing activities and scheduling appointments, at my own discretion; made travel arrangements; established official files; monitored the supply and equipment budget; and served as overall office manager, assuring that administrative practices in subordinate offices were consistent with those of the organization.

C. I do not have specialized experience described above, but I believe I can perform the duties of this position.

2. Can you type at least 40 or more words per minute?

A. Yes

B. No

Section 2: Specialized Experience

For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.

A - I have had no experience or training in this.

B - I have had education or training only in this, but no experience.

C - I have occasionally performed this task under close supervision.

D - I frequently and independently performed this task under normal supervision.

E - This task was/is a major part of my job, and I am considered an expert performing it.

Circle the appropriate letter.

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| 4. Maintain appointment calendar with complete authority for commitments of time. | A | B | C | D | E |
| 5. Make travel arrangements. | A | B | C | D | E |
| 6. Submit travel voucher upon completion of trip ensuring that necessary documentation and receipts are provided. | A | B | C | D | E |
| 7. Arrange for conferences including such matters as the location, schedule, agenda, and attendance list. | A | B | C | D | E |

- Circle the appropriate letter.**
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| 8. Schedule staff meeting. | A | B | C | D | E |
| 9. Determine the need for and obtain the assistance of clerical help from other offices to ensure the satisfactory and timely flow of work within the supervisor's office. | A | B | C | D | E |
| 10. Receive calls personally, taking care of routine matters on the basis of knowledge of the programs or operations. | A | B | C | D | E |
| 11. Greet visitors personally, taking care of routine matters on the basis of knowledge of the programs or operations. | A | B | C | D | E |
| 12. Reply independently to routine correspondence. | A | B | C | D | E |
| 13. Review all outgoing correspondence for procedural and grammatical accuracy, conformance to policies, factual accuracy, correct computations, and ensure that it has been coordinated with appropriate parties. | A | B | C | D | E |
| 14. Type correspondence. | A | B | C | D | E |
| 15. Take minutes of staff meeting and arrange in final draft for approval. | A | B | C | D | E |
| 16. Assemble and summarize information from office files. | A | B | C | D | E |
| 17. Research files to collect information to be used in correspondence, as background material for meeting, or in responding to written or oral requests. | A | B | C | D | E |
| 18. Assemble background information and other material to be used for speeches. | A | B | C | D | E |
| 19. Prepare background material and current information for the supervisor anticipating needs beforehand. | A | B | C | D | E |
| 20. Maintain record of expenditures. | A | B | C | D | E |
| 21. Provide budget planning information to the budget office for input to the annual submission. | A | B | C | D | E |
| 22. Maintain time and attendance records. | A | B | C | D | E |
| 23. Provide advisory services to the office for such activities as the saving Bond Program and Combined Federal Campaign. | A | B | C | D | E |
| 24. Requisition office supplies, equipment, publications, and forms. | A | B | C | D | E |
| 25. Monitor equipment and supply budget for the office by maintaining automated systems for tracking expenditures of funds throughout the year. | A | B | C | D | E |

- Circle the appropriate letter.**
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|---|----------|----------|----------|----------|----------|
| 26. Establish official subject-matter files. | A | B | C | D | E |
| 27. Assume file maintenance on an on-going basis. | A | B | C | D | E |
| 28. Devise office procedures and practices to be used by secretaries/office administrators. | A | B | C | D | E |
| 29. Analyze internal office procedures to determine a better way for administrative processes to flow. | A | B | C | D | E |
| 30. Sign memoranda and correspondence for the Supervisor, acting in his/her capacity. | A | B | C | D | E |
| 31. Process confidential documents and extremely sensitive information in accordance with established procedures. | A | B | C | D | E |
| 32. Act as personal liaison with high ranking officials from national and international organizations regarding problems that require the Supervisor's attention. | A | B | C | D | E |
| 33. Ensure that the practices and procedures used by secretaries/office administrators in subordinate offices are consistent. | A | B | C | D | E |
| 34. Develop standard operating procedures to be used as guides by subordinate offices in the organization. | A | B | C | D | E |
| 35. Assume maintenance of standard operating procedures on an on-going basis keeping other secretaries/office administrators apprised of new regulations. | A | B | C | D | E |
| 36. Serve as resource on information pertaining to directives, reports, correspondence, and telephone procedures. | A | B | C | D | E |
| 37. Assist secretaries when new projects are introduced that change previously established office routines and practices. | A | B | C | D | E |
| 38. Provide on-going informal training. | A | B | C | D | E |
| 39. Provide guidance to lower level employees on specific tasks. | A | B | C | D | E |
| 40. Use an electric typewriter. | A | B | C | D | E |
| 41. Use personal computer. | A | B | C | D | E |
| 42. Use various types of word processing software on a personal computer. | A | B | C | D | E |

- Circle the appropriate letter.**
43. Use various types of spreadsheet programs on a personal computer. **A B C D E**
44. Use various types of calendaring software on a personal computer. **A B C D E**

I certify that, to the best of my knowledge, all the information provided on this form is true, accurate, and complete.

Name

Date